

**SECRET**

Approved For Release 2005/11/21 : CIA-RDP70-00211R000800180001-2

8 June 1962

*File:*  
*OO/C*  
*Case File*

MEMORANDUM FOR THE RECORD

Subject: Expansion Requirement for the Index File to Contact Sources \*

1. About 17 April, [ ] Executive Officer, 25X1  
Contact Division called me to say that he would like to see  
an installation of Rol-Dex equipment. [ ] arranged for 25X1  
25X1 [ ] Supervisor of Control Section where the Index is  
25X1 maintained, and [ ] to see the Rol-Dex installation in  
Security Records Division.

25X1 2. On 28 May [ ] called me to say that he believed  
a complete Management survey should be made of all methods and  
procedures before any equipment was purchased. I advised him  
that due to our work requirements this would not be possible  
for sometime.

3. On 8 June I again discussed this with [ ] 25X1  
and he firmly believes that an overall Management survey is needed.  
The Index Branch is over burdened with work as a result of the  
25X1 [ ] and they  
are badly in need of office space. Some of the personnel in the  
Index Branch are working extensive overtime as a result of the  
increased work load. As a result of these factors, [ ] 25X1  
would like an overall survey. I again advised him that I would  
make no commitment as to when we could do this. We did agree,  
however, that he will get some additional information with the  
respect to the expansion of their Index and notify me. I will  
then personally try to work out a "stop gap" arrangement until  
such time as we can make an arrangement for an overall survey.

25X1 [ ]

*\* See Memo of 4 April 1962 to Executive Officer, OO  
Contacts on Same Subject.*

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**CIA INTERNAL USE ONLY**

Executive Officer, Office of Operations  
OO/C

4 April 1962

CIA Records Administration Officer, DDS

Expansion Requirement for the Index File to Contact Sources

1. Attached is Requisition Number 4201-216-62, for additional Flexoline Filing Equipment, costing \$3325. This requisition was forwarded to [ ] of my Staff for technical approval.

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2. The need for additional filing equipment for the Index to Contact Sources has been reviewed by [ ]

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STAT [ ] As a result, we believe that these factors should be considered in relation to the future of this file:

a. The cost of the present type of equipment for expansion is very high,

b. The manner in which the index is used; i.e., the lack of control over access to the file.

c. The working conditions imposed on the people by one filing system over another.

3. I recommend that instead of expanding the present system as reflected on your requisition you consider the following:

a. The Diebold Elevator File, the Mosler Selectronic File or the Rol-Dex equipment.

b. Converting the flexoline strips to "MB" cards 2 1/2" x 3".

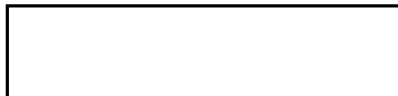
c. Realignment present work assignments. (I will make suggestions on this later if you desire).

4. Attached are brochures on the three types of equipment mentioned above. Any one of these will provide space for your present file volume and 5 to 7 years expansion. In addition, the cost would be about one fourth the investment you have in your present equipment. While any of the three types of equipment will serve your purposes better and more economically than the

present equipment, Rol-Dex seems to be best suited to your needs. The principal advantage is that it does not limit access to the file as do the other two types. Attached is a comparative outline of the three types of equipment.

5. Please let me know your reaction to these proposals. I will be glad to work with you in the development of the requisition for the equipment you select and assist in any other way you wish.

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Attachments